

**FRANKLIN COUNTY  
DEPT of JOB and FAMILY SERVICES  
80 E. Fulton Street  
Columbus, Ohio 43215**

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Accountant 1 (Non-bargaining)

**PCN:** 100439

**DEPARTMENT:** Finance Department

**P. R.:** N13

**RESPONSIBILITIES:** Perform professional accounting work including: preparation of complex daily, weekly, monthly and quarterly financial statements using established accounting principles. Serve as a technical and general accounting resource to the agency and finance staff as needed. Prepare and issue external reporting documents as appropriate to meet State, Federal, County and department requirements. Assist with designing and maintaining reporting systems for contracts and link for state reporting purposes. Responsible for the timely and accurate completion of general year-end financial information as required by the county auditor.

Participate in meetings; perform and/or participate in internal auditing of financial records to assure accuracy, examines process, documentation and rationale behind recorded figures, reviews daily accounting input transactions, analyzes and verifies.

**MINIMUM QUALIFICATIONS:** Completion of undergraduate major core coursework in accounting (or 2 yrs. accounting exp.); or equivalent.

**SCREENING CRITERIA:**

Experience preparing financial statements and reports.

Experience auditing financial records.

Knowledge of Federal, State and County reporting requirements.

**STARTING SALARY:** \$19.65 per hour/120 day probationary period.

**DATE POSTED:** Wednesday, July 26, 2006

**DEADLINE TO APPLY:** Tuesday, August 8, 2006, at 5:00pm.

If interested, please send application/resume' to the Franklin County Human Resources Department, 373 S. High St., 25<sup>th</sup> Fl., Columbus, Ohio 43215.

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